

Specifications of Requirements

1. INTRODUCTION

- 1.1 The Access team at SAM looks into offering services and programmes that reaches out to Seniors, Persons with Disability and Children with Special Needs.
- 1.2 A key initiative by the Access team is the SAM Touch Collection, where invited artists produced adaptations from the National Collection that are interactive, durable and portable to extend the museum experience beyond the museum grounds and to make contemporary visual art accessible to everyone, particularly the visually impaired, special needs, student and elderly groups.

2. SCOPE OF SERVICES AND DELIVERABLES

- 2.1 The team would like to provide audio description recordings of its SAM Touch Collection and artworks in the Learning Gallery. Details of the 30 artworks can be found in **Annex 1**.
- 2.2 Interested vendors must:
 - i. Must provide a quotation based on **Annex A – Price Table**.
 - ii. Attend a compulsory briefing session to be held on MS Team on Friday 15 January 2021 (4 working days after publication of ITQ) at 2.00 pm (1400hrs) on MS Teams. Log-in information will be sent upon receipt of registration.
 - iii. Must not be debarred on or after the award of the ITQ.
 - iv. Must have a track record of at least 2 years of relevant experience in audio description or conducted at least 5 audio descriptions for visually impaired audiences.
 - v. Must be able to dedicate full attention to this project and be able to manage his/her resources to ensure a successful and museum-worthy end product for delivery.
 - vi. Must provide scriptwriting in English for the audio descriptions, including conducting research on the artworks, interviewing artists, seeking inputs from the Access team and the visually impaired community where necessary. The scripts will need to be in two formats – a version for recorded audio description and a version for in-person facilitation by SAM staff and volunteers. The recorded version will be capped at 5 minutes, the in-person facilitated version will be capped at 15 minutes.

- vii. Must provide English-language voice-over recording for the recorded version of the audio description. SAM will arrange and provide professional audio recording and editing services.
- viii. Must organise scriptwriting and audio recording based on schedules provided by SAM and to provide SAM with regular updates on the progress of the productions of each audio description.
- ix. Must comply with the IMDA Mandatory Safety Rules for the resumption of Content Production in accordance to the phase during actual recording of the audio descriptions (**Annex 2**).
- x. Should ideally have an interest and understanding of visual arts (e.g. history, processes, materials).

2.3 Appointed vendors:

- i. Must meet all requirements in 2.2.
- ii. Must organise audio recording based on schedules provided by SAM and to provide SAM with regular updates on the progress of the productions of each programme.
- iii. Must arrange and obtain all necessary clearance for the audio production to commence undeterred and in a professional manner.

2.4 Important information to note

- i. SAM does not bind itself to accept the lowest of any offer and reserves the right to accept the offer in whole or part.
- ii. SAM reserves the right to appoint more than 1 vendor.
- iii. SAM reserves the right to withhold payment in the event of non-delivery by the stated delivery date and / or non-conformance to the specifications.
- iv. Content should be original and unique to this project and must not be repeated elsewhere.
- v. Content cannot be replicated for commercial or non-commercial purposes by vendors.
- vi. SAM holds all intellectual property copyrights to the content for this project as stated under Clause 19.2 of the Conditions of Contract. All relevant materials (i.e. research and recordings) must be returned to SAM.
- vii. Content will be marketed exclusively under SAM's logo and branding.

3. DOCUMENTS TO BE SUBMITTED

- i. Cover letter for provision of video production services for the Singapore Art Museum (SAM)
- ii. CV of creative and project management team members to execute the project, if appointed
- iii. Track record of company and relevant background / experience of similar past work as evidence of suitability for the project
- iv. Annex A – Price Table

SAM will disqualify proposals with incomplete submission.

4. EVALUATION CRITERIA

S/No	Evaluation Criteria	Weightage
1	Conformity to the requirements of the specifications, including submission of quotation using Annex A .	Mandatory (Quotation will be liable to be disqualified if any of these criteria are not met)
2	No debarment, on or after the closing date of the ITQ.	
3	Participation in compulsory briefing on Friday 15 January 2021 (4 working days after publication of ITQ) at 2.00 pm (1400hrs) on MS Teams	
4	Completeness of submission	
5	Proposed Quotation Price	60%
6	Relevant Track Records and Industry Reputation <ul style="list-style-type: none"> • Must have a track record of at least 2 years of relevant experience in audio description or conducted at least 5 audio descriptions for visually impaired audiences. 	40%
	Total	100%

5. PAYMENT SCHEDULE

- 5.1 Below is the recommended payment schedule, subject to adjustments upon the appointment with the vendor.

Milestone	Payment
Upon signing of Contract	Contract Price for first set of audio descriptions of first 6 artworks in Annex 1 .
Upon submission and sign-off of subsequent sets of audio descriptions by deadlines indicated in Annex 1	Contract Price

- 5.2 Invoices received by SAM by the 7th of the month will be paid by the end of the same month. For invoices received later than the 7th of the month, payment will be made by the end of the following month. If the 7th falls on a weekend, then invoices must be submitted earlier for payment to be made in the same month.

6. PROJECT SCHEDULE

- 6.1 The proposed schedule is as follows (detailed schedule in **Annex 1**):

Appointment of vendor	Friday 5 February 2021
Commencement of project in stages	Monday 8 February 2021
Completion of project	Friday 31 December 2021 (or earlier)